



CIVIL AIR PATROL
United States Air Force Auxiliary
Headquarters Group VII, Ohio Wing
P.O. Box 1334, Fairborn, OH 45324



1 July 2003

MEMORANDUM FOR GROUP VII MEMBERS

FROM: CC

SUBJECT: Group VII Promotion Board and Awards Review Board (CC-029)

1. The Group VII Promotion Board and Awards Review Board will be held the second Monday of each month at Group VII Headquarters. The board will meet, as necessary, to review promotion actions (CAP Form 2) and awards (CAP Form 120) requiring approval at the group or higher level.
2. Units should plan accordingly to submit promotion and award actions to group in a timely fashion so that it meets the board. Items received after the second Monday of the month will be held until the following month.
3. This supersedes policy letter CC-029, 1 May 2003


MICHAEL K. HOOD, Lt Col, CAP
Commander